UNITED STATES ENVIRONMENTAL
PROTECTION AGENCY
REGION 6
1445 Ross Avenue
Dallas, Texas 75201
OFFICE OF ENVIRONMENTAL CLEANUP
EMERGENCY RESPONSE UNIT

Region 6 Site-Specific Data Management Plan

Site Name:	Hurricane Harvey Emergency Response	TDD Number/Site ID	
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Date Initiated:	August 28 2017	Last Updated:	

This data management plan (DMP) is intended to provide guidance for data collection by field personnel and subsequent data management activities. The data collection and management practices presented in this plan are designed to ensure data integrity and consistency for all data collection personnel and from operational period to the next. Listed in this DMP are data elements, data collection equipment, and data management processes, and end-use products appropriate for supporting the EPA On-Scene Coordinator (OSC). Electronic tools and files used during data management at the site may include a GPS with a data dictionary to gather site specific data, EDD files for laboratory results, an XRF database used to validate the data, field monitoring equipment (such as air monitoring equipment), a SCRIBE database to manage all field data and analytical results, and ArcGIS to manage geospatial data. Manual data entry or Excel spreadsheets will be used to incorporate field notes and historic data when electronic data is not available.

Planning:

DQO	Activity	Action Level	Action	Data Stream	Tool/Instrument
1	Rapid Needs Assessment	N/A	Reconnaissance of extent of damage	GPS locations, Photos, Field Observations	Response Manager - NDOW Mobile
2	ESF-3 Infrastructure Assessment	N/A	Drinking Water and Waste Water facility assessment	Facility Status - See NDOW Website for Field Data Sheet	Response Manager - NDOW Mobile
3	Orphan Container Hazard Evaluation	N/A	Reconnaissance for orphan containers that pose a threat to the environment	GPS, Data, Photos - See NDOW Website for Data Elements	Response Manager - NDOW Mobile
4	Facility Assessment /Spills/Releases	N/A	Reconnaissance of regulated Facilities and Orphaned Spills or Releases	GPS, Data, Photos - See NDOW Website for Data Elements	Response Manager - NDOW Mobile
5	Environmental Sampling	See SSDMP	Sampling	Samples, Lab Results - See QAPP for DQO's and Data Elements	SCRIBE and SCRIBE Mobile

DQO	Data Stream	Required Data Element	Processing Instructions	Processing Frequency	Processing Responsibility	Storage Location	Final Output Format
1	Site Documents	Site Files, Logbooks	Load to Response.EPA.GOV	Daily	START/EPA	Response.EPA.GOV	
2	Site Photos	Photo, Photographer, Location and photo metadata	Load to Response Manager in appropriate module for specific Data Stream	Daily	START	Response Manager	
3	Spatial Features	Location Lat/Long	Collect in SCRIBE Mobile or NDOW Mobile and load to SCRIBE/RM which have spatial views to feed appropriate reporting	Daily	START/State of Texas	SCRIBE.NET or Response Manager	

4	Rapid Needs Assessment						
	Drinking Water Facility Assessment	See NDOW SOP/Data Sheet	EPA and State personnel collect with NDOW Field data sheet and enter into Response Manager Drinking Water Module	Daily	START/EPA/State of Texas	Response Manager	
	Waste Water Facility Assessment	See NDOW SOP/Data Sheet	EPA and State personnel Collect with NDOW Field Data Sheet and enter into Response Manager Waste Water Module	Daily	START/EPA/State of Texas	Response Manager	
	Orphan Container Hazard Evaluation	See NDOW SOP/Data Sheet	START personnel collect with NDOW Mobile form in filemaker and data is imported into Response Manager Recon/Hazard Evaluation Module	Daily	START	Response Manager	
	Regulated Facility Assessment	See NDOW SOP/Data Sheet	EPA, USCG, or State Personnel collect with NDOW field data sheet and enter into Response Manager Facilities/Spills Module	Daily	EPA/USCG/State of Texas	Response Manager	
	Spill/releases	See NDOW SOP/Data Sheet	EPA, USCG, or State Personnel collect with NDOW field data sheet and enter into Response Manager Facilities/Spills Module	Daily	EPA/USCG/State of Texas	Response Manager	
	Sampling	See Appendix A, Auditor Rules =R06 Hurricane Harvey	START personnel collect required data elements using SCRIBE Mobile filemaker form and import into SCRIBE and publish to SCRIBE.NET	Daily	START	SCRIBE	
	Lab Results	See Appendix A, Auditor Rules =R06 Hurricane Harvey	START personnel load prelim and validated EDDs into the appropriate branch project and publish to Scribe.NET	Daily	START	Scribe	
	Lab Results	See QASP	START personnel take labatory EDDs and import into SCRIBE and publish to SCRIBE.NET	Daily	START	SCRIBE	
	ASPECT Imagery		CMAD delivers raw files to OEI for processing into a tile service	Daily	CMAD/OEI	Geoplatform	
	TAGA		ERT operators connect TAGA translation software with survey controller	Continuous	ERT	VIPER	

Scribe EventID Definitions

EventID	Description
Arkema	Sampling and discrete monitoring related to activity around the Arkema Chemical plant
Collection Pad Sampling	Pre and post sampling related to establishing hazardous waste collection pads
Community Air Monitoring	Discrete air monitoring readings taken in the Manchester area of Houston

Scribe Project Index

Scribe Project Number	Scribe Project Name	Description
3344	R6 Hurricane Harvey Alpha Branch	Sampling and discrete monitoring related to activity around Alpha Branch (Corpus Christi)
3339	R6 Bravo Branch	Sampling and discrete monitoring related to activity around Bravo Branch (Houston) including Arkema facility
3340	R6 Hurricane Harvey EUL Action Levels	Screening levels managed by REOC Environmental Unit
3342	R06 Make Harvey All Combo	Subscription project containing all Harvey Scribe projects, republished as Project 3343– R06 Hurricane Harvey
3344	R6 Hurricane Harvey ALL	Re-published project of all Hurricane Harvey projects.

Viper Deployment Index

DeployID	Name	Description
427	R06 TAGA - HURRICANE HARVEY RAW DATA Deployment	For use only by operations personnel and REOC for near-real-time decisions making
426	R06 TAGA - HURRICANE HARVEY POST-PROCESSED Deployment	TAGA runs adjusted based on end of day calibration process, runs should be used for GIS viewer and any public dissemination needs

Reporting Products

Products	Reporting Period	Time Retrieved	Source	Dissemination Method	Responsibility	Deliverable Format
Resource Table - Incident	24 hr	7pm	WebEOC - PRL	REOC Mgmt Report	REOC	Excel

Resource Table - OPS	24 hr	7pm	WebEOC - PRL	SITREP	REOC	Excel
Drinking Water	24 hr	2:30pm	RM	SITREP	REOC	Excel
Waste Water	24 hr	2:30pm	RM	SITREP	REOC	Excel
Hazard Eval	24 hr	7pm	RM	SITREP	IMT	Excel
Spills & Discharges	24 hr	7pm	RM	SITREP	IMT	Excel
NRC Reports Received	12 hr	1am	WebEOC-Hotline Log	SITREP	REOC	Excel
Sampling Tracking Spreadsheet	To Date	Continuous	Scribe-> Sampling Tracking Spreadsheet	REOC Deliverable	REOC	Excel, Sharepoint
NPL Assessments	To Date	As needed	RPMs->SITL		REOC	NPL Assessment

Geospatial Presentation

Name	Purpose	URL

Spatial Data

Layer	MXD	MXD Location	Mapping Service	Data Location	Related Tables

Document Revision Summary

Revision	Date	Description of change
Initial Release (V 1.0)	8/29/17	Initial Release
V 2.0	9/5/17	Added TAGA, ASPECT, site specific scribe project and viper information